## SUPERIOR COURT OF THE STATE OF DELAWARE

[Prothonotary's Name]
PROTHONOTARY, [COUNTY]

[COURT HOUSE]

Address Address

Attorney 1 Address Address Attorney 2 Address Address

CHT- Plaintiff vs Defendant Civil Action No. 99C-00-000

Dear Counsel: Dated: 01/01/2003

[Name], Esquire is appointed as the arbitrator in this case. The arbitrator will be contacting you to set a time, date and location of the arbitration hearing, which must be held within 60 days of this date.

If there are any unresolved issues which must be settled prior to the hearing, notify the arbitrator as soon as possible. Furthermore, all pleadings and exhibits must be submitted to the arbitrator at least 10 days prior to the hearing. (Superior Court Civil Rule 16.1 (k)(6).)

Since the arbitrator's decision must include a statement certifying no knowledge of the amount of insurance coverage, all information regarding this case should come to the arbitrator from the parties. Thus, the arbitrator will not be permitted to review the case file which might reveal information regarding the amount of insurance coverage.

Very truly yours,

[Assigned Judge's Signature]

XC: [Name], Esq.

Your arbitrator's fee is now due and payable to the Prothonotary. If this fee has already been paid, please disregard.